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Your Letterhead

MM/DD/YY

Idaho Bureau of Homeland Security
4040 Guard Street, Bldg. 600
Boise, ID 83705

In compliance with the Emergency Planning and Community Right to Know Act (EPCRA), it is the responsibility of the Board of County Commissioners of each county to submit names in nomination for Local Emergency Planning Committee membership to the Idaho Bureau of Homeland Security.

We have acquired for your review, consideration and for submittal to the Bureau of Homeland Security, the following nominees who have shown an interest in assisting _____ County in meeting obligations and requirements for the continuing development of a Local Emergency Planning Committee. These appointments would be for an indefinite term.

Nominees:

Name or Title (Address, Phone)	Department	Position (Chairman, Vice-Chairman, Secretary, Treasurer, Member etc.)
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Sincerely,

BOARD OF COUNTY COMMISSIONERS
(Signatures)